G. R. S. App. F. IX-4]

19 4 1

File No. 92-41

Previous References.

(875

Serial Nos. 1, 3, 4, 7, 8 + 9.

Later References.

P-29

GENERAL AND REVENUE SECRETARIAT

Serial Nos. 6

Part B for Feby 44

SUBJECT.

Printing of Letter Heads.

S/9.

To

M6705-709 17.1.43

The Secy. Press Committee
The Supdt. Govt. Printing.
The Secretaries to Govt.
The Heads of Depts. The Dcs of Dpts. + Do
Instructs that in future Common Letter Heads + Suppls
Letter Heads required by such offices be printed + supplied by the Government Press

Printing of Letter Heads.

General and Revenue Secretariat | Pts File No. 92 of 1941 | [App. F: III—2

Serial No. 1

Letter no. P C. 1281 dated 8. 12. 194 from the Secy. Press Committee regarding printing & supply of Letter Heads.

At present, letter heads (D.O. & Offi of Officers of and above the rank of D C's and other Officers specially included are being printed & supplied by the Govt. press. Secretaries to Govt. & Heads of Depts are authorised to permit officers subordinate to them to have their letter heads printed at private presses at a cost not exceedi Re. 20/- in each case out of their contingent fund vide G.O no. E. 2670-720/pts 76-21-4 d 14.10.19

2. With a view to avoid printing of various kin of letter heads in small numbers at frequent intervals involving additional work & expenditure, the Press Committee ~~recommend~~ resolve

(1) that D.O. letter heads in two sizes i.e. ½ & ¼ foolscap in the form in which the Departm requires to have them may be printed & supplie to all officers (of & above the rank of DC's) as per existing practice and

(2) that the common form of letter heads (in two sizes ½ & ¼ ft) be supplied in lieu of various kinds of separate officia letter heads to all indenting officers who are now getting ~~occupying~~ ~~ranks~~ supplies from the Govt. Press.

3. In view of the above recommendation of the Press Committee, the Secy. requests whether it is not

NOTE—Contn. Sheet.

WD 04155—GPB—55,000—23-10-41

Printing & supply of Letter heads.

fs File No. 92 of 1941. | General and Revenue Secretariat

Serial No.

necessary to modify the G.O dated 14.10.22 permitting the Secy's to Govt & Heads of Depts to authorise their subordinates to get their ~~printing~~ letter heads printed in private presses at a cost ~~of~~ not exceeding Rs. 20/-

4) The Secy adds that the present practice of getting blank paper from indenting officers to ~~for~~ print their letter heads may be discontinued, the paper required for the purpose being supplied by the Press only and a corresponding reduction in the quantity of paper ~~supplied to~~ the ~~Departments~~ Offices being made in the indents for supply of Stationery articles to such Offices. He states that this procedure will minimise accounts work & avoid discrepancies in paper accounts.

5) The proposals of the Secy, Press Committee are sub[d] for orders.

Hr. 3.1.42. 8/1

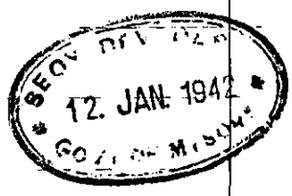
6 Re-Sub[d] for orders re: A-B-C & D.

Hr. 12.1.42. 12/1

7) The Committee resolved that D.O. letter heads in 2 sizes i.e. 1/16 & 1/2 foolscap in the form in which the Dept requires to have them may be printed & supplied to all Offices to whom they are being supplied at present existing practice. This may be approved.

Yes. This may be done.

Serial No.



8) As re: the printing of various kinds of office letter heads, the Committee resolved that as the Common letter head forms in 2 sizes, ½ & ¼ foolscap be printed & supplied to all the offices who are not getting supplies from the Govt. Press but the spirit behind the view of the Committee was that Common forms of letter heads may be supplied to all & to all other offices i.e. below the rank of Dy. Commissioners, who are getting their letter heads printed in all sorts of forms in private presses as per G.O. of 16.10.22 & also whether it is not necessary to modify the G.O. of 10/22 permitting Heads of Depts to authorise their subordinates to get their letter heads printed in private presses @ a cost of Rs 20 only to contract provision, as these Common letter heads are to be supplied to all indenting offices irrespective of rank.

9) The resolution of the Committee to supply Common letter heads forms in 2 sizes to all the offices who are not getting supplies from the Govt Press may be approved. As this is to extend this supply to all other offices who are now getting the forms printed in private presses it is seen to be beset with difficulties & complications.

Dy 12/1

Dept Key

10) The resolution of the Press Com[mittee]

WD 64155—GPB—55,000—23-10-41

2062

JS File No. 92 of 194 1. | General and Revenue Secretariat

Serial No.

may be accepted.

Min. L.S.G.) WD 13/1/42

OFFICE OF THE MINISTER FOR L.S.G. & P.H.
Date 16.1.42
No. 4638

11) Sec. 22.1.42

WD 22/1/42

2)

10 Draft. Sub. for approval.

WD 5/2

13) Draft G.O ~~Re~~ approving ~~Regarding~~ the acceptance of the resolution of the Press Committee. Perhaps no Orders are required regarding the point raised in para 9 as the resolution does not mention the Category of officers cases covered by the G.O. of 1922 (P) Hing the Secy Press Committee requires Orders on this point also.

(15) Please ask him to place it before the Press Com^n to forward their views

(16) Draft

SEC. 9 FEB. 1942 SEC. REV.

WD 10/2/42 14) Issue G.O

The Secy Press Committee Bangalore

" Supdt. Govt Printing

" Secys to Govt

" Heads of Departments

A.N. 4082-4156 | P+S 92-41-3 dt 14-2-41

Accepts the resolution of the Press Committee in respect of the Printing & Supplies of Letter Heads

Printing of Letter Heads

2567

General and Revenue Secretariat | PS File No. 92 of 1941. | [App. F. III—2

Serial No.	
	Draft Sub[d] for approval as directed on the previous page. Hr. 23/2
4	1 The Secy, Press Committee Bangalore A 71. 4501/PRS.92-41-4. dy 28-2-42 Requests to place the question of extending the Supply of Common Letter heads forms to the other officers before the Press Committee and forward their views
7	Letter no. P.C. 7. dated 31st August 1942. from the Secy, Secretary, Press Committee stating that the matter will be placed again in the next meeting of the Press Committee & that their decisions will be Sub[d] for orders.
	Sub[d] for perusal. Hr. 9/9/42
	11/9/42
	Letter no P.C. 292 1st Oct[r] 1943 from The Secretary, Press Committee stating that Common letter heads and D.O. letter heads may be supplied from the Press to subordinate offices as per form sent.

NOTE—Contn. Sheet.

SECY. DE 10 SEP. 1942 GOVT. OF MYSORE

SECT. & REV. SECTT. 12 SEP. 1942 & FOREST BRANCH.

12 SEP. 1942 AG. & FOREST B.

WD 04155—GPB—55.000—23-10-41

printing of
3375/41 & Letter heads & D.O. Letters
& Common Letter Forms

P&S File No. 92 of 1941. | General and Revenue Secretariat.

Serial No.

20) The resolution of the Press Committee is as at "A" marked in the P.W.D. GS 31/11 for details

P&S Secy
Transfer to Work Dept in view of Retirement. Mr Price who no C.W.
The services of Mr Kanagabha were obtained on 13/12 & he left the Press on 22/12
Pl. check up & remarks Labour posted
GS Mr and Mrs Pavri have been advised earlier by 1/1/44 but was held up for want of a hand for the P&S section for over 3 months. These reports are being sorted & distributed & all the Committees by 31/1/44.

21) The resolution of the Press Committee suggesting that the powers now given to certain subordinate Officers in G.O. No 14/10.1922 (Flag P) to have their Official & D.O. Letters heads printed at Private Presses, at a cost not exceeding Rs 20, may be withdrawn & that these forms may be printed & supplied by the Govt Press, may be approved, as it removes an anomaly.

22) The quantity of paper required for these forms which was being supplied hitherto will be deducted from the annual indents of the concerned departments as stated by the Secy of the Press Committee. This may be approved, as this is a corollary to the first proposal.

Addl Secy 31/11/1944

1470/29/1

(23) I think the recommendation

H 105 92 — 41 [illegible]

of the Committee may be approved

Mr Edn,

Decean,

4/1/44

24) Yes. The Supdt shd make proper arrangements to print sufficient no & copies & mtg the same as indent prompts.

(25)

4/1/44

(26)

6/1/44

6/1

6/1/44

Mr CP
6/1

Draft sanctn, urgent,

6.1.44.

Sanctn. with a draft G.O.

10/1/44 May be approved

ADK 10/1

10/1

Issued G.O. no H6705-70/P.14 of 17.1.'44.

Instructs that in future common letter heads & D.O. letter head required by such offices be printed & supplied by the Govt Press

To. 1) The Secy; Press Committee
2) The Superr. Govt Press
3) The Secretaries to Govt
4) The Heads of Depts
5) The Deputy Comms Pbs.

DO 11/2

2062

No. P. C. 1281 | Encl. 2 + 3 files

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,

Bangalore, dated 5th December..... *1941*.

PHS 92-41-1.

FROM

K. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

The Secretary to Government,
Development Department,
BANGALORE.

Subject: Printing of Letter Heads.

I have the honour to state that as per existing practice, various kinds of letter heads, ie., D.O. letter heads and official letter heads of different kinds (vide a few samples enclosed) are being printed and supplied to all indenting officers of and above the rank of Deputy Commissioners. Printing of various kinds of letter heads in small number at frequent intervals as per the requisitions of indenting officers, involves unnecessary additional work and results in avoidable expenditure. As per existing practice, to get these letter heads printed the indenting officers send blank paper to the Press and in many cases they request the Superintendent, Government Printing to take the required quantity of paper from the Stationery Depot, subject to the condition of deducting the quantity of paper from their future stationery indent on the ground that the Superintendent, Government Printing is in charge of both the Printing and Stationery Offices. This method involves additional labour and results in discrepancies in the accounts of paper kept both in the Press and in the Stationery offices.

The question was examined in detail and a note suggesting that, in future, D.O. letter heads in two sizes i.e., ½ and ¼ foolscap in the form in which the departmental indenting officers desire to have them, may be printed and supplied. Regarding the printing of various kinds of official letter heads, it was suggested that common letter head forms in two sizes, i.e., ¼ and ½ foolscap may be supplied to

all indenting officers as printing of various kinds of official letter heads involves additional work to the Government Press and also means avoidable expense.

The subject was discussed by the Press Committee in their meeting held on 19-11-1941 and it was resolved that D.O. letter heads in two sizes in the form in which the Department requires to have them may be printed and supplied to all offices as per existing practice and the other kinds of official letter heads need not be printed separately and in their place common form of letter heads already approved by the Committee may be supplied. A copy of the note and the resolution are enclosed for kind perusal.

As regards supply of paper, it is submitted that the present practice of getting blank paper from indenting officers may be discontinued and the paper required will be supplied by the Press only, a corresponding reduction in the quantity of paper being made in each indent for supply of stationery articles to such offices. This will minimise unnecessary accounts work and avoid discrepancies in paper accounts.

The view of the Committee was that common form of letter heads may also be supplied to all other offices, i.e., below the rank of Deputy Commissioners, who are getting their letter heads printed in all sorts of forms in private presses as per Government Order No.2670-729/P&S.76-21-4, dated 14-10-1922, vide note to para (b) serial No.38, App. XII, page 103 of M.C.+A,C., Vol. I, -- Appendices and forms.

In view of the recommendation of the Committee to restrict printing of D.O. letter heads to officers of the rank of Deputy Commissioners and above, and to supply common letter heads to all indenting officers irrespective of ranks it is for kind consideration whether it is not necessary to modify the Government Order dated 14-10-1922 permitting Heads of Department to authorise their

their subordinates to get their letter heads printed in private presses at a cost of Rs.20/- subject to Budget provision.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary, 8/11/61
Press Committee.

ckr2

LETTER HEADS

As per existing practice, Heads of Departments and other officers are getting several kinds of letter heads in different sizes and in different styles. Government have sanctioned to print and supply D.O. letter heads to officers of and above the rank of Deputy Commissioners. In practice, four kinds of D.O. letter heads are printed and supplied, i.e., with names, two sizes, without names, two sizes. Regarding the other kinds of letter heads, each department has its own form in different sizes and that too in more than half a dozen varieties. In future, it has been arranged that D.O. letter heads in the form and size prescribed by the Department will be printed and supplied and in respect of other kinds of letter heads, the departments should use only common form, the samples of which are attached herewith. This is the practice in force in Madras and other provinces as seen from the Madras Press Manual.

As per the existing practice, for getting all kinds of letter heads printed in the Government Press, the required quantity of paper is sent to the Government Press by the department out of the supply received from the Stationery Depot. The Government Press keeps account for the same and supplies the letter heads. In many cases, the department requests the Press to have the letter heads printed by obtaining paper from the Stationery Depot in advance against the supply due to them for the next season. This causes unnecessary trouble in keeping accounts and leads to avoidable correspondence and at times loss to Government.

As only one kind of D.O. letter head in different sizes is proposed to be printed as per present arrangement and other kinds of letter heads are printed and stocked in the Press as common forms for supplying to indenting departments, the method of getting paper from the department will be discontinued in future. As this procedure involves additional consumption of paper, the quantity of blank paper supplied to department from the Stationery Depot annually will be reduced by such quantity as

as required for printing and supplying the required quantity of D.O. and common letter heads as per requisition and only the balance will be supplied. This will avoid all unnecessary -- correspondence and accounts. The departments will be requested to intimate the quantity of D.O. and common letter heads required by them annually so that the Stationery ~~Depot~~ indent for blank paper may be modified accordingly.

"COPY"

Secretary,
Press Committee.

Extract of resolution No. 6 (b) passed in the meeting of the Press Committee held on 19-11-1941.

Read the note relating to the printing of letter heads and resolved that two sizes of D.O. letter heads, i.e., ¼ and ½ foolscap in the form in which the department requires to have them may be printed and supplied to all offices to whom they are being supplied as per existing practice. Regarding the other kinds of letter head forms, resolved that only the common lette head forms in two sizes ¼ and ½ foolscap be printed and supplie to all the offices who are now getting supplies from the Goverr ment Press.

"COPY"

Secretary,
Press Committee.

G. R. S. App. F VI—G 2]

SUBJECT .....

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.....

12 copies

Diary No. of letter replied to.....

Section. Pts

File No. 92-41

Serial No. ~~25~~ 3

General and Revenue Secretariat

( )

the 193 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue.....14-2-42.....193 .

Signed by .....

Read—

Letter No. P.C. 1281 dt 8-12-41 from the Secy, Press Committee submitting for sanction an extract of the resolution of the Press Committee held on 9-11-1941 regarding the printing & supply of letter heads to the several ~~various~~ offices in the State.

A7/4082-41/56 dt 14/2/42

Order ~~thereon~~.—No. The Supdt, Govt printing & Secy, Press Committee reports that with a view to avoid printing of various kinds of letter heads in small number at frequent intervals according to the requisitions of indenting officers involving additional work & expenditure to the Govt. Presses, the Press Committee have resolved ~~recommend~~ (1) that D. O. letter heads in two sizes, i.e., ¼

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

½ foolscap in the form in which the Department requires to have them may be printed & supplied to all Offices. (1) show they are being supplied as per existing practice and (2) that, as regards the printing of other kinds of Official letter heads, only the common letter head forms in two sizes ¼ + ½ foolscap be printed & supplied to all the Offices who are now getting supplies from the Govt. Press. Govt. are pleased to accept ~~Sanction~~ the ~~recommendations~~ Resolution of the Press Committee.

WG
10/2/37

by 7/2
for Dy Secy

List of Enclosure

The Secy, Press Committee, Bangalore.
" Supdt. Govt. printing.
" Secy S. to Govt.
" Heads of Departments

Copied by

Examined by

WD 0523—GPB—22,500—22-3-37

Appendix F G—1]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *193*

Date of issue 28/2/42

Signed by .....

List of enclosures.....

Copied by .....

Examined by.....

Section PTS

File No. 92-41

Serial No. 4

No. AF 4501

To

The Secy, Press Committee

Bangalore

Sir,

In continuation of G.O No AF 408 41 56/PTS 92-41-3 dt 14.2.42 accepting the resolution of the Press Committee in the matter of printing of D.O. letter heads & other kinds of official letter head forms, I am directed to request you to place the question of extending the supply of Common letter heads forms to other Officers who are now getting the forms printed at private presses as per G.O No. 2620-70/PTS-76-21-4 dt 14-10-1942, before the Press Committee & forward their views in the matter.

I have &c.,

for Secy.

for Dy Secy.

WD 03601—GPB—30,000—23-9-35

Pds 92-41-7 855

Telegrams: PAPYRUS.

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,

Bangalore, dated 31st August 1942.

No. P. C. 7
Encls:- 1 note, 1 Resolution
Samples:- 3 forms.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.E.P.S.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

GEN. & REV. SECTT. 1 SEP. 1942

DEV DEPT 1 SEP. 1942

To The Secretary to Government,
Development Department, Bangalore.

Sir,

With reference to your letter No.A.F.4501/P&S.92-41-4, dated 28-2-1942, directing to place the question of supply of Common letter heads to subordinate officers now getting their supply printed at private presses as per Government order No.2670-729/P&S.76-21-4, dated 14-10-1922, etc., I have the honour to state that the subject was placed before the Press Committee at their meeting held on 2nd April 1942. A copy of the note and of the resolution passed in the meeting on this subject, ~~is~~ are submitted for kind information.

As the resolution does not cover all the points raised in the second para of the note, the same will be placed at the next Committee meeting, and their decisions submitted for orders of Government.

I have the honour to be,
Sir,
Your most obedient servant,

B. Krishnaswamy Chetty
31/8/42

Secretary,
Press Committee.

DRS.

SUPPLY OF LETTER HEADS.

Government in their order No.A.F.4082-4156/P&S.92-41-3, dated 14-2-1942, have accepted the proposals of the Press Committee in the matter of supplying D.O. letter heads in the form desired by them and common forms of letter heads in place of other kinds of official letter heads, in two sizes, ¼ and ½ foolscap to all officers now getting their supply from the Government Press. They have also requested in letter No.A.F.4501/P&S.92-41-2½ dated 28-2-1942, to place the question of extending the supply of common forms of letter heads to other officers, who are now getting the forms printed in private presses as per Government order No.2670-729/P&S.76-21-4, dated 14-10-1922, before the Press Committee and forward their views in the matter.

The Government order dated 14-10-1922, referred to above permits heads of departments to authorize their subordinates to incur an expenditure within Rs.20/- for getting their letter heads printed in private presses. Thus it becomes necessary to modify the Government order, as otherwise, the anomoly of lower officers getting their letter heads with name of officer, etc., printed will arise. Hence it is necessary that common forms of letter heads should be supplied to these officers also; and if the supply of D.O. letter heads be restricted to those who are now getting their supply from the Government Press, the Government order may be revoked. If, however, the supply of D.O. letter heads is considered necessary for lower officers also, the Government order should be so modified that these officers should be authorized to get only their D.O. letter heads printed at private presses and the maximum expenditure to be incurred on this account should accordingly be fixed at a much lower amount than Rs.20/- , viz., Rs.5/-.

In view of the supply of the common letter heads with and without the words "memo" and "endorsement", the present supply of Memorandum Forms, Docket forms and combined envelopes (samples enclosed) may be discontinued.

Bangalore,
Dated 11th August 1942.

Secretary,
Press Committee.

Resolution No.8, passed in the meeting of the Press Committee held on 2nd April 1942.

- - - - -

* * *

8. Read Government order No.A.F.4082-4156/ P.& S.92-41-3, dated 14-2-1942, accepting the proposals of the Press Committee regarding the supply of Common forms of letter heads and letter No.A.F.4501/P&S.92-41-4, dated 23-2-1942, from the Secretary to Government, Development Department, directing to place the matter before the Press Committee together with the Note and resolved that the common forms of letter heads be supplied to subordinate officers also, who are now getting their supply printed at private presses, as per Government order No.2670-729/P&S.76-21-4, dated 14-10-1922, and deduct the corresponding amount of paper subsequently from the standing lists of Stationery to be supplied by the Stationery Depot to these offices; the Committee are, however of the view that the common forms, viz., combined envelopes, memorandum forms and docket forms may continued to be supplied as at present in view of the distinct purposes served by them.

* *

" C o p y "

Secretary,
Press Committee. 31/8/42

DRS.

3325 M. 1491

C. F. No. 46]

GOVERNMENT OF MYSORE

OFFICE OF 1 OCT. 1943

Telegram
Telephone

No. P.C. 392

Encls. One

Government Press Committee,
Bangalore.

Date 28th Sept. 1943.

To

The Secretary to Government,
Development Department, Bangalore.

Sir,

Sub:- Supply of Common Letter heads to the Subordinate Officers.

- - -

With reference to your letter No.A.F.4501/P&S.92-41-4, dated 28th Feb. 1942, and subsequent reminder No.A.F.531/P&S.92-41, dated 27-7-1942, calling for the views of the Press Committee in the matter of supplying Common letter heads to Subordinate officers, who were getting their official and D.O. letter heads printed at private presses as per Government order No.2670-729/P&S.76-21-4, dated 14th October 1922, at a cost not exceeding Rs.20/-, I have the honour to state that the subject was placed before the Press Committee in their meeting held on 2nd April 1942 and a copy of the resolution passed was submitted for kind information with this office letter No.P.C.7, dated 31st Aug. 1942. As the resolution passed did not cover the points raised in the second para of the note submitted therewith, viz., revoking the concession granted to the Subordinate Officers either partly or wholly depending on the D.O. letter heads being or not being supplied by the Government Press, The subject was again placed before the Press Committee in their meeting held on 11st January 1943. The delay of over one year regarding the disposal of this subject was due to

P.T.O.

the absence of the Special Accounts Officer, whose term of office was not renewed till the end of October 1942. Further during the meeting held on 11-1-1943, the subject was deferred for want of time and hence it was placed during the meeting held on 12th August 1943. // After discussing the subject at length the Press Committee resolved that common letter heads as well as D.O. letter heads be supplied from the Government Press and that the Government be requested to revoke their order authorising the subordinate officers to get their D.O. and Official letter heads printed in the Government Press at a cost not exceeding Rs.20/- out of their Contingent grant. A copy of the note, together with a copy of the resolution passed is herewith sent for favour of information and kind orders. The quantity of paper used for printing their D.O. letter heads will as usual be deducted from the annual indents of the Departments.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary,
Press Committee.

28/9/43

FURTHER NOTE ON COMMON LETTER HEADS.

* * * *

Government in their order No.A.F.4082-4156/P&S.92-41-3, dated 1-2-1942, have accepted the proposals of the Press Committee in the matter of supplying D.O. letter heads in the form desired by them and common forms of letter heads in place of official letter heads in two sizes, i.e., half ~~the~~ and quarter foolscap, to all officers, who are getting their supplies from the Government Press. After issuing these orders, they further observed in their letter No.4501/P&S.92-41-, dated 28-2-1942, that the question of extending the supply of common form of letter heads to subordinate officers also, who are getting their official and D.O. letter heads printed in private presses at a cost not exceeding Rs.20/- per annum, as per Government order No.2670-729/P&s.76-21-4, dated 14-10-1922, may be examined by Press Committee and their view intimated to Government. ~~Accordinging~~ Accordingly the subject was placed before the Press Committee in their meeting held on 2nd April 1942, and they resolved that common letter head forms be supplied to the subordinate officers also in future in place of official letter heads, but the quantity of paper used be deducted from the indents of the respective offices. This resolution was silent about the supply of D.O. letter heads and the reduction to be made in the permissible limit of Rs.20/- as a result of the D.O. letter heads only being permitted to be printed in the private presses. As the resolution was not fully conclusive, the ~~xx~~ decision of the Press Committee was not forwarded for the information of Government, even though a reminder bearing No.A.F.531/P&S.92-41-1, dated 27-7-1942, was received therefor. As the Press Committee office was not properly functioning till about November 1942, the subject together with a detailed note was again placed before the Press Committee in their meeting held on 11-1-1943, but the same was resolved to be placed in the next meeting for consideration.

The point to be discussed in brief, is the extent up to which the present limit of Rs.20/- has to be reduced in consideration of the common letter heads being supplied by the Government Press in place

P.T.O.

of the official letter heads, which the subordinate officers were getting printed in the private presses and consequently the printing work being confined to the D.O. letter heads only. The Secretary, proposes that the maximum limit may be fixed at Rs.5/-. As the Government are reminding, the subject is required to be considered and decided in this meeting.

* * * *

Resolved that in future common letter heads in place of official letter heads, and D.O. letter heads be printed at the Government Press and supplied to the Subordinate officers and that the Government be requested to withdraw the concession now allowed to get the same printed in a private presses at a cost not exceeding Rs.20/- in each office out of their contingent grant.

* * *

"C o p y"

D. V. Krishna Moorthy
For Secretary,
Press Committee.

DRS.

G. R. S. App. F VI—G 2]

SUBJECT .....

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6 copies

Diary No. of letter replied to .....

Section. PH

File No. 92-41

Serial No. 9

General and Revenue Secretariat

( )

the 193

~~Proceedings~~ of the Government of His Highness the Maharaja of Mysore

Date of issue 17/1/44 P 193

Signed by Mr. K. R. S.

Read— G.O No. E. 2670-720/PH 76-21-4 dy 14-10-1942 ~~granting~~ sanctions to Govt. and ~~Heads of Depts.~~ to ~~permit the printing of letter heads~~ Officers ~~subordinate to them~~ to have their letter heads ~~printed~~ at private presses at a contd-

Order thereon.—No. Rs. 25/- in each Case ~~out of the~~ Contingent grants.

2) G.O No. RT 4082-6156/PH 92-41-3 dy 14-2-1942 ~~issuing~~ orders re. Printing and supply of letter heads to the several Officers in the State.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the pre

(vi) published in the Gazette, Kannada Part ?

PUB

) Correspondence ending with letter No. PC 292 DJ 1-10-1943 from the Superintendent, Govt. Printing and Stationery, Press Committee submitting for sanction the resolution of the Press Committee held on 12-8-1943 re. the printing and supply of letter heads to the subordinate offices.

Order No. 17.6705-70

I am directed that the Press Committee have resolved that the power given to certain subordinate offices in G.O. No. 14-10-1944 read above to have their official and D.O. letter heads printed at private Presses at a cost not exceeding Rs 70/- in each case be withdrawn in future, common letter heads and D.O. letter heads required by such offices and that forms may be printed and supplied by the Govt. Press. Govt. are pleased to accept the above resolution of the Press Committee, the quantity of paper required for these printing which are being maintained

List of Enclosure

Copied by

Examined by

Govt. print the requisite quantity of the kinds of letter heads and D.O. letter heads

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form*).

also approved

~~Indents being dictated~~

from the Annual indents

of the Concerned departments

The Supdt Govt. Printing

is requested to make

arrangements to print

Proper

these forms in sufficient quantities

~~Copies~~ and supply the Standing

orders promptly

on indents promptly.

4/1
10/1

10/1 Addl Chief Secretary to Govt.

To

The Secretary Press Com.
with sample letter heads.
The Supdt., Govt. Printing
The Secretaries to Govt.
The Heads of Depts
The DCs of Districts.

Ce
4/1

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS

THE MAHARAJA OF MYSORE.

Read:—

Government Order No.F.2670-720/P&S 76-21-4 dated 14th Octo ber 1922 authorising Secretaries to Government and Heads of Departments to permit the officers subordinate to them to have their letter heads printed at private presses at a cost not exceeding Rs.20/- in each case out of their contingent grants.

2. Government Order No.A.F.4082-4156/P&S 92-41-3 dated 14th February 1942 issuing orders re: printing and supply of letter heads to the several offices in the State.

3. Correspondence ending with letter No.P.C.292 dated 1st October 1943 from the Superintendent, Government Printing and Secretary, Press Committee submitting for sanction the resolution of the Press Committee held on 12th August 1943 re: the printing and supply of letter heads to subordinate offices.

ORDER No. 176705-70/P&S 92-41-9

Dated, Bangalore, 17th Jany. 1944.

It is reported that the Press Committee have resolved that the power given in Government Order dated 14th October 1922 read above to Secretaries and Heads of Departments to permit the printing of letter heads of subordinate offices at private presses at a cost not exceeding Rs.20/- in each case be withdrawn and that in future common letter heads and D.O. letter heads required by such offices be printed and supplied by the Government Press. Government are pleased to accept the above resolution of the Press Committee. The proposal of the Superintendent, Government Printing to deduct the quantity required for printing D.O.letter heads from the annual indents of the concerned Departments is also approved.

The Superintendent, Government Printing is requested to make proper arrangements to print these forms in sufficient quantities and supply them on indents promptly.

K. Ramachandra

for Additional Secretary to Government.

To

The Secretary, Press Committee, with sample letter heads.
The Superintendent, Government Printing,
The Secretaries to Government,
The Heads of Departments.
The Deputy Commissioners of Districts.

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. M. 6705-70—P. & S. 92-41-9, dated 17th January 1944.

Printing of Letter Heads.

Withdraws the power given to Secretaries to Government and Heads of Departments to permit the —— of subordinate offices at private presses.

READ—

Government Order No. E. 2670-720—P. & S. 76-21-4, dated 14th October 1922, authorising Secretaries to Government and Heads of Departments to permit the officers subordinate to them to have their letter heads printed at private presses at a cost not exceeding Rs. 20 in each case out of their contingent grants.

2. Government Order No. A. F. 4082-4156—P. & S. 92-41-3, dated 14th February 1942, issuing orders *re* printing and supply of letter heads to the several offices in the State.

3. Correspondence ending with letter No. P. C. 292, dated 1st October 1943, from the Superintendent, Government Printing, and Secretary, Press Committee, submitting for sanction the resolution of the Press Committee held on 12th August 1943, *re* the printing and supply of letter heads to subordinate offices.

ORDER No. M. 6705-70—P. & S. 92-41-9, DATED BANGALORE, THE 17th JANUARY 1944.

It is reported that the Press Committee have resolved that the power given in the Government Order, dated 14th October 1922, read above, to Secretaries to Government and Heads of Departments to permit the printing of letter heads of subordinate offices at private presses at a cost not exceeding Rs. 20 in each case be withdrawn and that in future common letter heads and D. O. letter heads required by such offices be printed and supplied by the Government Press. Government are pleased to accept the above resolution of the Press Committee. The proposal of the Superintendent, Government Printing, to deduct the quantity required for printing D. O. letter heads from the annual indents of the concerned departments is also approved.

The Superintendent, Government Printing, is requested to make proper arrangements to print these forms in sufficient quantities and supply them on indents promptly.

K. SUBBA RAO,
Additional Secretary to Government.

To—The Secretary, Press Committee, with sample letter heads.
The Superintendent, Government Printing.
The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—B. G. S.

WD 1112—GPB-370—2-2-44

App. F. VI, G. 10

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

Letter Heads.

s orders regarding printing & supply of _____ to the several offices in the state.

G. O. No. A7 4082-4156 DATED 14-2-42

DDS.92-41-8

May this be

i. printed? yes. 14/2

ii. treated as a standing order? yes. 14/2

iii. published in the Gazette, English Part? No.

iv. translated? 14/2

v. placed at the disposal of the Press?

vi. published in the Gazette, Kannada Part?

14/2

for Dew Secy to Govt.

12.2.

12/2

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. F. 4082-4156—P. & S. 92-41-3, dated 14th February 1942.

Letter Heads.

Issues orders regarding printing and supply of —— to the several offices in the State.

READ—

Letter No. P. C. 1281, dated 8th December 1941, from the Secretary, Press Committee, submitting for sanction an extract of the resolution of the Press Committee held on 19th November 1941, regarding the printing and supply of letter heads to the several offices in the State.

ORDER No. A. F. 4082-4156—P. & S. 92-41-3, DATED BANGALORE, THE 14TH FEBRUARY 1942.

The Superintendent, Government Printing and Secretary, Press Committee, reports that with a view to avoid printing of various kinds of letter heads in small number at frequent intervals according to the requisitions of indenting officers involving additional work and expenditure to the Government Presses, the Press Committee have resolved (1) that D. O. letter heads in two sizes, *i.e.*, ¼ and ½ foolscap in the form in which the Department requires to have them, may be printed and supplied to all offices to whom they are being supplied as per existing practice, and (2) that, as regards the printing of other kinds of official letter heads, only the common letter head forms in two sizes, ¼ and ½ foolscap be printed and supplied to all the offices who are now getting supplies from the Government Press. Government are pleased to accept the resolution of the Press Committee.

V. VEDAVYASACHARYA,
Secretary to Government,
Development Department.

To—The Secretary, Press Committee, Bangalore.
The Superintendent, Government Printing, Bangalore.
The Secretaries to Government.
The Heads of Departments.

Exd.—C. K.

WD 3724 -GPB—495- 28-2-42